2 — SFMS WHICH START A LINE

SFMs

The **Standard Format Markers** (SFMs) that we use in WEBBS are taken from a larger set which is also used by other organisations and is internationally agreed. This section describes SFMs which belong at the beginning of a new line.

Keyboarders using Easy-KeyEdit4 who work through the 'Getting Started' and 'Common Tasks' tabs will find that Easy-KeyEdit4 populates these lines correctly.

There is another reference sheet that describes the SFMs which do not start a new line but continue on the same line as preceding text. They also differ from these in that they are not used singly but in groups of two or three SFMs.

Each of the SFMs in this section needs a space after it, between it and any number or text or punctuation which follows it. But note that in some cases a number is part of the SFM and then there is no space before the number. (See the example of this in the next paragraph.)

\id and \id2 ('id' for identity)

These two SFMs come at the beginning of every file, whether it is a chapter file, a front-matter or back-matter file or a page file. There is no space between the `id` and the `2` because the `2` is part of the SFM. The \id line has the three digit code for the document, this will be given on the InSheet. Scripture book codes are outlined in Reference Sheet 9. The \id2 line has the name and three digit code for the language being keyboarded (in brackets) which are also found on the InSheet, followed by the keyboarder's full name.

In Easy-KeyEdit4 these two lines can be completed together go to:

Getting started: New project Main Required Basic information: Basic required information:

Choose the Book of Scripture from the drop down list, or, if Non-Scripture is being keyboarded, add the three digit code from the InSheet.

Type in the name of the Language, and the three digit language code (in brackets) from the InSheet and click Accept.

This is the easiest way to complete these lines however many chapters of this language you have already completed.

Example:

If the heading of the InSheet is **HOPI NEW TESTAMENT (code hop)** *and you are keyboarding a chapter of John's Gospel…*

It should appear as:

`\id JHN`

`\id2 Hopi (hop), John Smith` …*or whatever your name is*.

\n ('n' for note)

Use this SFM if you want to report anything to the editor.

An n-note must always be either on the next line after \id2 or in a group with other n-notes, the first one in the group being on the next line after \id2.

Example of an n-note:

`\n In verse 12 Abarham looks like a mistake for Abraham.`

For more information about n-notes see Section 7: Faults and Notes.

\mt1, **\mt2** and **\mt3** ('mt' for main title)

There is no space between the `mt` and the number because the number is part of the SFM.

In chapter files, these SFMs indicate the main title of a Bible book. They are only used in chapter 1 of a book.

In files that are not chapter files `\mt1` is sometimes used in a different way as directed by the InSheet. Press 'enter' for each new line of the main title with the appropriate sfm for each line.

In Easy-KeyEdit4 go to:

Getting started: New project Main Required Basic information: Main title:

Type in the lines of the title in the order in which they are in the original, using the size up and down arrows to change the font size. If there are two or more lines one must be at the maximum size, otherwise no text will be transferred into Easy-KeyEdit4.

Example:	Type as:
PAUL'S EPISTLE	`\mt2 PAUL[Ctrl and .]S EPISTLE`
TO THE	`\mt3 TO THE`
EPHESIANS	`\mt1 EPHESIANS`

\c ('c' for chapter)

In Easy-KeyEdit4 go to:

Common tasks: Chapters: Normal chapter number.

Insert the chapter number, so that it appears as, for example \c 3 and not \c 03 (the leading zero is not used here but only in the filename). Note that Easy-KeyEdit4 correctly inserts a space between the SFM and the number.

If there is a section heading at the beginning of the chapter always type the \c line before any \s1, although the original may have the heading before the chapter number.

\s1 and **\r** ('s' for section heading, 'r' for parallel passage reference)

Note that this is \s1 with number 'one' and not \sl with letter lower-case 'L'. There is no space between the s and the 1 because the 1 is part of the SFM.

\s1 indicates a section heading. If a section heading overlaps onto two or more lines, type it as continuous text - unless the InSheet says otherwise.

\r indicates parallel passage references which are usually given on the line below a section heading.

Find \s1 at Common Tasks: Sections: Section Sub-heading.

Find instructions on how to keyboard text following \r in Section 3 page 2 of these References

After the section heading (or after the parallel passage references if there are any) there always needs to be either \p or \m or \q1. Most often it is \p.

[The same rule applies to the chapter number, using \c #. After the chapter number line there always needs to be either \p or \m or \q1 (most often it is \p) but a section heading, with or without the \r line, may come between.]

\p and other SFMs for paragraphs ('p' for paragraph)

The \p SFM marks the beginning of a normal paragraph, that is, one which begins with a first-line indent. That means that the first line of the paragraph is indented but following lines start at the margin. Paragraphs may start at the margin (when the SFM \m is used) or may be indented throughout (when one of the SFMs, \pi1 or \pi2 is used depending on the level of indent.

In Easy-KeyEdit4 go to Common tasks: Paragraphs: and choose where your paragraph will start. If you are unsure type a few words of text after the SFM, then select Preview, save the file and see how it will appear.

\q1 or \q2 for Poetry-style text ('q' for quotation)

Note that this is `\q1` with number one and not `\ql` with letter lower-case 'L'. There is no space between the q and the 1 because the 1 is part of the SFM.
It marks a line in poetry-style text which may be quotation or else poetry such as the Psalms.
Note also that this indents a single line but \pi1 indents a whole paragraph. Where a number of lines are indented in poetry style \q1 has to be repeated for each line.

Example:	Type as:
enduring word of God. 24 For,	`enduring word of God.`
"All men are like grass,	`\v 24 For,`
and all their glory is like the flowers	`\q1 [Ctrl shift and ,]All men are like grass,`
of the field;	`\q1 and all their glory is like the flowers of`
the grass withers and the flowers fall,	`the field;`
25 but the word of the Lord stands for	`\q1 the grass withers and the flowers fall,`
ever."	`\q1`
And this is the word that was preached to	`\v 25 but the word of the Lord stands for`
you.	`ever.[Ctrl shift and .]`
	`\m And this is the word that was preached to`
	`you.`

In the example above the words "of the field" are a continuation from one line onto the next and are typed as continuous text. The same is true of the word "ever".

SFM before Verse 1: \p, \m or \q1
At the beginning of a chapter there is often a large dropped chapter number which pushes the start of the first two lines to the right. It can be hard to tell by looking at verse 1 whether to call it a first-line indent and use \p or whether to use \m or \q1. In most cases, in most projects, it is right to use \p before verse 1.
Unless the InSheet says otherwise, use \p except when . . .
(i) the following paragraphs start at the margin, in which case you should assume this one effectively starts at the margin too, and use \m, or . . .
(ii) the first line and those that follow it are a sequence of poetry-style indented lines like a Psalm in which case you should use \q1. (If this occurs in a project the InSheet normally mentions it.)

\v ('v' for verse)
\v precedes every verse number. For example, verse 3 would start:
\v 3 Text of verse...
Note the space between the SFM and the number.
\v must be used for the first verse as well as for the following ones, although the first verse is often printed without a number in the original text.
In Easy-KeyEdit4 go to Common tasks: Verses: Verse Number. Easy-KeyEdit4 will automatically have the next number in this pane.
Sometimes two verses are combined in the original copy. In such cases type as in the original; if verse numbers are combined by a hyphen do this by typing Ctrl 2 as explained in Section 5.
This needs to be added in the pane where normal text is being inputted, and not in the Verse Number pane.

\zpg ('pg' for page)
This is not used in chapter files. In page files it introduces the page number and follows next after the \id2 line, or after the n-notes if there are any.
It is also used, when the InSheet says so, at the beginning of each page of a file containing a number of pages, such as a front-matter or back-matter file.
The number following \zpg does not have leading zeros: \zpg 5 and not \zpg 05

\pb ('pb' for page break)
Sometimes the end of a page corresponding to the original needs to be marked. The InSheet will say when this is used.

\b ('b' for blank line)
This indicates a blank line. It must not have any text after it.
Its commonest use is to indicate the gap between stanzas in poetry-style text such as Psalms.
In Easy-KeyEdit4 it is found at Common Tasks: Poetry: Blank line

Sequences of SFMs at the Beginnings of Files

Projects differ from each other but these are the regular sequences. The InSheet may specify additions to these lists or changes for a particular project.
In every case there may be one or more n-notes (using \n) after the \id2 line.

Chapter 1 files
\id
\id2
\mt1 ....or with \mt2 and perhaps also \mt3
\c
\s1 ....if there is a section heading
\r ....if there is a parallel passage reference after a section heading
\p ....unless there is \m or \q1 instead of \p
\v

Other Chapter files
\id
\id2
\c
\s1 ....if there is a section heading
\r ....if there is a parallel passage reference after a section heading
\p ....unless there is \m or \q1 instead of \p
\v

Page files
\id
\id2
\zpg ....used in most cases — the InSheet will guide.